



ITAR Certification Form

2011 Thermal and Fluids Analysis Workshop

August 15th – 19th, 2011

Newport News, VA



Some sessions at TFAWS 2011 will be restricted as governed by International Traffic in Arms Regulations (ITAR). Only United States citizens and U.S. Permanent Resident Aliens are permitted to attend ITAR sessions. U.S. persons (U.S. citizen and permanent residents) are responsible for ensuring that technical data they present in open sessions or in conference proceedings are not restricted by the ITAR. Likewise, U.S. persons are responsible for ensuring that they do not discuss ITAR export-restricted information with non-U.S. persons.

Attendees who are permitted to attend ITAR sessions will have "ITAR" stamped on their TFAWS badges. During ITAR sessions, TFAWS badges will be checked at the door and only attendees with the "ITAR" stamp will be permitted to enter. If you are a NASA civil servant, then you may show your NASA badge at the registration desk to receive the "ITAR" stamp and you do not need to complete this form. Otherwise, this form must be completed and submitted per the instructions below. Upon receipt of the signed form, the attendee's TFAWS badge will be stamped "ITAR" to indicate that the attendee is permitted to attend ITAR sessions.

Instructions: Part I must be completed by the attendee. Part II OR Part III must also be completed, as follows:

- Part II must be completed by the organization's Human Resources Representative or Security Officer. The form must be printed, signed, and returned by one of the following methods:
 1. Fax to 757-864-4270 no later than 5pm EDT on August 11th, 2011.
 2. Scan and email to [Kaitlin Liles](#) no later than 5pm EDT on August 11th, 2011. Digital signatures will not be accepted.
 3. In person when you arrive at TFAWS (submit to personnel at registration desk).
- If the attendee is unable to obtain certification from the organization's Human Resources Representative or Security Officer, then Part III-A must be completed by the attendee. For Part III-B, the form and supporting documentation must be submitted to the NASA Langley Security Officer for review by one of the following methods:
 1. Fax to 757-864-8868 no later than 5pm EDT on August 11th, 2011.
 2. Scan and email to [Tim Wood](#) no later than 5pm EDT on August 11th, 2011. Digital signatures will not be accepted.

Part I: Attendee Information (to be completed by the attendee)

Name: _____ Organization: _____

Mailing Address/Mail Stop: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Citizenship: _____ U.S. Citizen _____ U.S. Permanent Resident Alien (Green Card Holder)

Signature: _____ Date: _____

Part II: Attendee Organization Certification (to be completed by attendee's Human Resource Rep. or Security Officer)

I hereby certify as a Human Resource Representative or Security Officer for the attendee's organization that (1) the attendee is an employee of the above-named organization and that (2) the attendee's citizenship status is as indicated above (either U.S. Citizen or U.S. Permanent Resident Alien).

Name: _____ **Position Title:** _____

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

Part III: NASA LaRC Certification (complete only if you are unable to obtain certification from your organization).

Part III-A (to be completed by attendee)

Provide one document from List A OR one document from List B and one document from List C (as listed on the next page of this form) to the NASA Langley Security Officer for verification. List the document(s) provided below, and record the title, issuing authority, number, and expiration date, if any, on the document(s).

<i>Document 1</i>		<i>Document 2 (If applicable)</i>	
List (A, B, or C)		List (B or C)	
Title		Title	
Issuing Authority		Issuing Authority	
Document #		Document #	
Expiration Date		Expiration Date	

Scan the document(s) listed above and submit with this form per the instructions above.

Part III-B (to be completed by NASA Langley Security Officer)

I hereby certify that I have examined the document(s) presented by the above-named attendee, that the above-listed document(s) appear to be genuine and to relate to the attendee named, and that to the best of my knowledge the attendee's citizenship status is as indicated above (either U.S. Citizen or U.S. Permanent Resident Alien).

Name: _____ **Position Title:** _____

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

Lists of Acceptable Documents (for Part III-A)

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		4. Voter's registration card		5. Native American tribal document
		5. U.S. Military card or draft record		6. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Document list was obtained from Department of Homeland Security Form I-9.